



CLEVELAND DIVISION OF POLICE

DIVISIONAL NOTICE



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SUBJECT: REPUBLICAN NATIONAL CONVENTION (RNC) – ARREST AND BOOKING PROCEDURES		NO. PAGES: 1 of 3
CLASSIFICATION:	CHIEF OF POLICE: <i>Calvin D. Williams, Chief</i>	

Effective Friday, July 15, 2016, through Saturday, July 23, 2016, during the Republican National Convention (RNC), the following arrest and booking procedures shall be in effect in and around the RNC venues and events. District arrests that are not related to the RNC shall follow established arrest and booking procedures. When an arrest occurs in and around the RNC:

- I. The arresting officer shall escort the arrestee to the prisoner transport van.
- II. Members of the videography detail shall record the arrest as it occurs and the placing of the arrestee in the prisoner transport van.
- III. All members will adhere to G.P.O. 3.2.20 Wearable Camera System. Officers will place the WCS into Event Mode prior to taking any police related action. This will include all members of the MFF arrest team, Bike Unit members, and Prisoner Transport/Booking officers
- IV. Members assigned to the prisoner transport van shall:
 - A. Fill out the RNC one (1) page booking form with information provided by the arresting officer.
 - B. Obtain the Law Enforcement Record Management System (LERMS) number from the Communications Control Section (CCS).
 - C. Fill out and attach wristbands to the arrestee that list the arresting officers badge number, the arrestee's name, charges and the LERMS number.
 - D. Fill out the carbonized LERMS data card (part of an arrest kit that is an abbreviated field report). Ensuring the arresting officer, squad sergeant, and Mobile Field Force (MMF) driver all receive a copy of the data card. If a UOF occurs then the Blue Team supervisor will receive the PINK copy instead of the MFF driver.

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- E. Use the digital camera to take two (2) photos of the arresting officer(s) and arrestee(s) holding a white board with the incident information written on it. Ensure one (1) photo is given to the arresting officer and the other photo is attached to the RNC one (1) page booking form. If a UOF occurs then a 3rd photo will be taken and given to the Blue Team supervisor in charge of that investigation. Photos can be printed out at the Report Center
 - F. Complete a thorough search of the arrestee before transporting the arrestee to the booking facility. This is not for collecting and documenting an arrestee's property.
 - G. Contact the Emergency Operation Center (EOC) to determine which booking facility the arrestee will be transported.
 - H. Monitor the health and well-being of all arrestees in their custody. Seek medical treatment when necessary for those injured or request the Division of Fire De-Contamination Team to respond if the arrestee has been exposed to oleoresin capsicum (OC). There will be Mobile Medical Teams available to provide immediate medical treatment.
 - I. Upon arrival to the jail facility, complete the normal booking procedures for all arrestees in their custody.
 - J. Upon completion, notify CCS they are complete and back in service.
- V. MFF drivers shall:
- A. Be responsible for conveying members of arrest squads to locations as directed by the zone commanders or Deputy Chief in charge of the RNC.
 - B. Return to a safe zone away from the incident after dropping off the arrest team.
 - C. When arrests are being made, park near the prisoner transport van and assist with all the duties of the members assigned to the prisoner transport van.
 - D. Be responsible for keeping one copy of the data card for record keeping purposes unless that copy is needed

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VI. Arresting officers shall:

- A. Be mindful that all arrests will be recorded by CDP body cameras, Videography detail, Homeland Security cameras, media representatives, and citizens.
- B. Report all uses of force in accordance with current policy. Uses of force shall be investigated by Blue Team Supervisors.
- C. Ensure they retain one (1) photo and data card for the LERMS report.
- D. Respond to a predetermined report writing location (Report Center, Central Charging Unit, Fusion Center and 7th Floor Computer lab) as a squad and complete all reports before the end of their duty.
- D. When completing the LERMS arrest report, attach the affidavit and photograph of the arrestee to the LERMS arrest report.
- F. If a dispersal order was given by a command level officer, attach a copy of the dispersal order to the LERMS arrest report.